

Minutes

Cemetery Board of Trustees

Meeting of Thursday, February 14, 2013

The City of Brockton Cemetery Board of Trustees held a Meeting at 2:00 p.m. on Thursday, February 14, 2013 in the GAR Room located on the 2nd Floor of City Hall. There being a proper quorum, the meeting was called to order by Chairperson Mayor Linda Balzotti. Present were Chairperson Mayor Linda Balzotti, Trustee Mr. Armond Colombo, Trustee Mr. Frank Gurley, and Trustee Mrs. Anne McCormack and Acting Superintendent Tim Carpenter.

Also present at the meeting was Dr. Roberta Camacho.

Mayor Balzotti welcomed the Trustees and indicated that Dr. Camacho had presented a letter to the Board addressing her concerns and urged the careful review of the letter by the members of the Board. Mayor Balzotti suggested that this being the first meeting of the Board with the new Members that this meeting serve as an information session in which the Board would be presented with materials for their review. Mayor Balzotti then introduced Superintendent Carpenter.

Superintendent Carpenter welcomed the Trustees and thanked them for their involvement. Mr. Carpenter provided some background on his relatively recent arrival working for the City. Mr. Carpenter stated that the office at Melrose has been reopened with part time clerical. Having staff in the office on location at the Melrose has been beneficial. It has made the passing of information much simpler and more efficient. Mr. Carpenter also informed the Trustees that the Cemetery Department has purchased a Cemetery specific software system to input data. This system has made gathering information much easier and more efficient. To date almost 10,000 records have been entered with some 26,000 more records to do just for the Melrose Cemetery. Paper records will and are still being kept but all data is now also on a database which is also backed up at IT.

Superintendent Carpenter moved to an introduction of the locations and maintenance of all City owned Cemeteries. Mr. Carpenter reported that maintenance of the Cemeteries is a challenge with only three full time staff in the Department. Melrose being the largest and most active of the Cemeteries presents the largest challenge. Melrose has approximately 68 acres of developed land that requires maintenance. Mowing and trimming an area that large is a challenge. Mr. Carpenter indicated that outside contractors are used to aid in the maintenance of many of the Cemeteries. Trial Court Services helps a great deal. Last year a program was reestablished with the V.A. to help with maintenance which seems to be a mutually beneficial program which the Department hopes to continue. Trustee McCormack inquired who paid for the Vets. Mr. Carpenter stated that the City sets the rate of pay and pays the hourly rate but the V.A. provides for all the necessary insurance. Mr. Carpenter noted that many of the smaller inactive Cemeteries such as Leach, Snell, Thayer, Thompson, are in part maintained in conjunction with Brockton ARC program and again the Department looks again to continue. First Parish and Ashland Cemeteries are maintained solely by the Cemetery Department. Mr. Carpenter indicated that there is a trust for Ashland and First Parish Cemeteries and that he is trying to get the

trust turned over to the City to aid in the maintenance of those locations but this is something that requires more investigation.

Superintendent Carpenter indicated that Union Cemetery is still somewhat active and that seven burials were done there last year. Union is a difficult location to maintain. With the terrain and elevated beds it is difficult maintain and very labor intensive. Contractors have been utilized to help in the maintenance of Union Cemetery.

Superintendent Carpenter stated that maintenance of Coweaset Cemetery is also performed by the Cemetery Department and traditionally outside contractors have not been utilized. Coweaset is still an active Cemetery with 15 burials performed last year and currently there are approximately 30 lots available at Coweaset. These lots are 2's and 3's. There is some room for possible expansion of the cemetery but wetland and cost issues could be major hurdles.

Superintendent Carpenter let the Board know that last year there were 225 burials at Melrose Cemetery last year and it is still very active. Melrose is a large Cemetery and is very difficult to maintain. With the large amounts of burials it becomes difficult to stay on top of all the mowing and trim work. A burial requires at least two staff for about two hours before the burial and about the same after the burial. That is six man hours lost for each burial leaving little time to perform the required maintenance. Mr. Carpenter also mentioned the issue of headstone decoration and the problems with the nature of the decorations left on monuments leading to problems. Removal of monument decorations can create problems of their own. Everyone greaves in different ways and remembers in different ways and concerns about cleaning of the Cemetery.

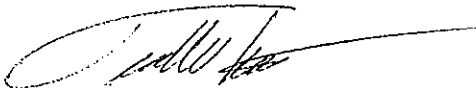
A singles lot was completed in November of 2012 and should give about 5-7 years of inventory. Mr. Carpenter also briefly touched on a possible expansion of 2's and 3's on the North side of the Cemetery. Mr. Carpenter also indicated that a new Backhoe is going to be purchased.

Superintendent Carpenter also provided a current price list for Burials in City owned Cemeteries to the Board for their review and possible discussion at a future meeting.

The board agreed to set a meeting for the following month on March 21, 2013.

Having no further business the meeting was adjourned at 3:50.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Timothy W. Carpenter', with a long, sweeping horizontal line extending to the right.

Timothy W. Carpenter

Acting Superintendent of Cemeteries.